Enrolling in a CNA or CMA Course Flow Sheet

Do you have a Barton ID number?

No

Apply to Barton online.

Yes

Successfully complete one of the following reading requirements. Our program will accept the **minimum** reading scores of:

- ACT 14
- Accuplacer Next-Gen 237
- Asset 35
- Compass 58
- TABE 518
- CASAS 224
- TEAS 58.7%
- Eligible for Intermediate Reading
- Completed English Composition I with a "C"

No

Contact Mollie McReynolds in the College Assessment Center to set up a free reading assessment time.

Yes

CMA ONLY: Current KS CNA certification required. Check online registry.

Look up your CRN using the Course Search, then self-enroll online.

Finalize Enrollment: Fees are generated to your PAWS account. Financial aide ineligible. Log-in to your MyBarton Portal or call the Business Office to make payment arrangements. See Partnering Programs for financial assistance options you may be eligible for.

Yes

Student creates a Castlebranch account to start background check. Complete and upload to Castlebranch compliance tracker:

1.TB skin test result with school form
2. Hepatitis B immunization record with school form
3. COVID Vaccination immunization record
4. Proof of current health insurance with Acknowledgement of Legal Relationship school form
5. Confidentiality school form
6. Handbook Acknowledgement school form

No

If not completed by the Friday one week prior to class starting, the student will be dropped from the course.

Yes

Purchase required textbooks prior to the first day of class.

CNA books CMA books

YOU ARE READY FOR CLASS!

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Contact the Adult Healthcare office for further questions.

Kit Smith, Secretary

Sara Hoff, Program Coordinator